



DEPUTY PUBLIC WORKS MANAGER – TRANSP OPS/STREETS

Purpose:

To plan, manage, and review the activities and operations of the Public Works Department's Transportation, Operations, and Maintenance Division; to assist in preparation and implementation of the annual capital improvement program; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative assistance to the Public Works Manager; to work in concert with the Deputy Public Works Manager for Transportation Planning and Transit towards maintaining and developing a comprehensive transportation system as outlined in the City's Comprehensive Transportation Plan; and to lead, oversee and coordinate the administrative services branch of the Public Works Department.

Supervision Received and Exercised:

Receives general direction from the Public Works Manager or from other supervisory or management staff.

Exercises direct supervision over lower level professional, technical, and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Develop, plan, and implement division goals and objectives in concert with department goals and objectives; recommend and administer policies and procedures.
- Coordinate division activities with those of other divisions, departments and outside agencies and organizations; provide staff assistance to the Public Works Manager; prepare and present staff reports and other necessary correspondence.
- Participate in the development of the department's work plan; assign work activities; projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the Public Works Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.

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Deputy Public Works Manager (continued)

- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Serve as a technical advisor to the City Manager and City Council on projects related to assigned divisions; develop and prepare recommendations and technical reports related to transportation, public works, or other matters for both the City Council and city departments.
- Facilitate the development, planning, and implementation of Department goals and objectives; recommend and manage policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Provide the leadership for employees in team building, responsible decision making and problem solving.
- Present a professional and knowledgeable image in representing Tempe to citizen groups, Arizona State University and various state and regional regulatory and resource management agencies.
- Lead and facilitate the development of policy options for consideration by management and City Council and work effectively with the management team.
- Manage the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Facilitate the development and management of the Public Works Department budget; guide the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide resources for personal and professional development of employees; work with employees to correct deficiencies; implement discipline and termination procedures.
- Manage the preparation of agenda items for the City Council, Planning commission, and other committees, commissions and boards involved in engineering, public works planning and traffic engineering activities.
- Facilitate the development and review staff reports related to capital improvements, traffic engineering, and other engineering and public works matters; present reports to a variety of commissions, committees, boards and the City Council.
- Manage the evaluation, selection and administration of outside consulting contracts for engineering related services; evaluate and prepare recommendations regarding the retention of consultants.
- Provide complex technical and administrative support to the City Manager, City Council and Planning Commission on engineering related matters; manage special projects and research as assigned.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Public Works policy and engineering matters.
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating engineering and public works matters.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

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Deputy Public Works Manager (continued)

- Facilitate long range planning for City development projects.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible public sector management experience including three years of administrative and supervisory responsibility

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, engineering or a related field. A Master's degree is highly desirable.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 6501

Salary Range: 157

FLSA: Unclassified, Exempt